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CAREER SERVICE PANEL
Minutes of the Meeting
6 November 1967

Attendees:

Chairman

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Recording Secretary

Absentees:

25X1A9a

1. The Chairman called the meeting to order at 0910 hours.

2. New additions to the agenda for 6 November, under new business, were as follows:

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a. Recommendation for a Quality Step Increase for [REDACTED] from GS-15, step 5 to GS-15, step 6.

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b. Report on ORD Agency-sponsored training

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3. [REDACTED] moved that the minutes of 2 October 1967 be approved. [REDACTED] seconded the motion. Motion was approved.

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4. The Chairman asked for a report from [REDACTED] report covered the following:

ORD Additions

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[REDACTED] to D/ORD

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[REDACTED] to Optics

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[REDACTED] to Admin vice [REDACTED] who is leaving in December

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[REDACTED] to Registry

Promotions

The following have been approved by D/ORD and Special Panel and have been sent to Office of Personnel:

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[REDACTED] from GS-4 to GS-5

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[REDACTED] from GS-5 to GS-6

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[REDACTED] from GS-5 to GS-6.

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4: (Continued)

QSI

25X1A9a [REDACTED] was presented his QSI on 17 October 1967 by Mr. Chapman.

Terminations

25X1A9a [REDACTED] will be leaving Analysis - 9 November and is joining Minneapolis-Honeywell as a technical representative.

25X1A9a 5. The Chairman announced to the CSP members that [REDACTED] Technical Assistant to the Deputy Director/ORD would be taking on some additional duties as Plans and Programs Officer to help on compilation of Combined Program Call and Budget, etc. The Chairman also informed the members that [REDACTED] would be in touch with them in reference to the five year plan. The first call is for February.

25X1A9a 6. Final consideration on the promotion action for [REDACTED] from GS-13 to GS-14 will be taken up at the CSP meeting on 4 December 1967.

25X1A9a 7. [REDACTED] moved that [REDACTED] be recommended for promotion from GS-10 to GS-11. [REDACTED] seconded the motion. Vote was unanimous. Motion passed.

8. Discussion on grades 8 and 10 was held by CSP. The following suggestions were made:

25X1A9a a. [REDACTED] asked if some action could be taken to obtain information on procedure to have the Agency discontinue GS-10 for professionals.

25X1A9a b. The Chairman asked [REDACTED] for enlightenment on these grades. [REDACTED] replied that at one time the Agency did promote from GS-7 to GS-9 and from GS-9 to GS-11. Then, mostly for the convenience of the DD/P, the Agency instituted grades 8 and 10. [REDACTED] Director of Personnel is not in favor of using grades 8 and 10 in this Agency. Despite this fact, we still use them, and we are one of the few agencies in government doing this. The Agency regulations specify that a person must be promoted one grade at a time.

25X1A9a c. [REDACTED] moved that the question be raised in the DD/S&T Career Board on the discontinuance of the use of grades 8 and 10.

25X1A9a d. [REDACTED] suggested that the above motion be amended to include that the ORD Career Service Panel recommends that grades 8 and 10 be abolished.

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- e. [REDACTED] stated that he felt that the Panel should be very cautious on the wording of such a recommendation. He felt that ORD might want to place technical people in these grades in the future.

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- f. Vote was taken on [REDACTED] motion (7d). Seven members opposed the motion. Motion was not carried.

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9. The Chairman informed [REDACTED] that the Career Service Panel had no nominations for the National Institute of Public Affairs Career Education Awards - 1968.

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10. [REDACTED] made a statement of intent to recommend [REDACTED]

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[REDACTED] for promotion from GS-13 to GS-14.

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11. [REDACTED] made a statement of intent to recommend [REDACTED] for promotion from GS-13 to GS-14.

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12. [REDACTED] made a statement of intent to recommend [REDACTED] for promotion from GS-13 to GS-14.

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13. [REDACTED] made a statement of intent to recommend [REDACTED] for promotion from GS-12 to GS-13, out of schedule. [REDACTED] asked [REDACTED] to discuss this action with him.

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14. [REDACTED] requested that the Administrative Staff/ORD obtain personnel folders as requested by the Career Service Panel and make them available to the members as early as possible.

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15. [REDACTED] moved that the CSP recommend that the Quality Step Increase for [REDACTED] AP/ORD from GS-15, step 5 to GS-15, step 6 be approved. Vote was five in favor and two opposed. The members who opposed the action (Messrs. [REDACTED]) stated that they felt that [REDACTED] performance had been within the normal scope of duties required for a senior GS-15.

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16. [REDACTED] was asked to supply the CSP with the necessary requirements for a quality step increase. [REDACTED] quoted from HN-20-90 dated 28 March 1963, a copy of which is attached.

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17. [REDACTED] moved that the CSP amend the procedure for handling promotions and competitive evaluations (ORD-4237-dated 30 September 1966) to incorporate the quality step increase into this mechanism as to timing and circulation. [REDACTED] seconded the motion. Vote was unanimous. Motion carried.

18. The following procedure on promotion actions and quality step increases will now be used:

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18. (Continued)

Promotion actions can be submitted according to the appropriate promotion schedule whereas quality step increases can be submitted at any time, but in either case the Division Chief must announce his intent to initiate an action for a selected employee at a CSP meeting and request that the action and supporting memoranda be considered at the next CSP meeting. The announcement of intent to promote or recommend a quality step increase is followed by a memorandum written up in proper format (sample of which has been sent to all Divisions) and routed through AO/ORD and DD/ORD. A copy of the memorandum will be sent to all members of the CSP meeting on said action so that all Division Chiefs will have sufficient opportunity to review the personnel folder and other information. After review by the CSP, the approval or disapproval of the CSP will be noted on a pink buck slip attached to the memorandum and forwarded to the D/ORD.

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19. [REDACTED] re-stated that Mr. Robert M. Chapman, D/ORD feels that the CSP should review all requests for quality step increases. He also stated that Mr. Chapman feels that the CSP should give more consideration to quality step increases as opposed to promotions because as ceilings get tighter, ORD will have to use this mechanism more frequently.

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20. [REDACTED] made a statement of intent to recommend [REDACTED] for quality step increase from GS-15, step 3 to GS-15, step 4: [REDACTED] asked that if this recommendation is approved that [REDACTED] be given his quality step increase before he gets his regular PSI.

21. CSP discussed the report on Agency-Approved Training for ORD covering the period from 1 March 1967 to 30 September 1967. The Chairman asked the Panel to review this report and submit any changes or modifications at the next CSP meeting.

22. The Chairman scheduled the next CSP meeting for 4 December 1967 at 0900 hours.

25X1A9a 23. [REDACTED] moved that the meeting adjourn. [REDACTED] seconded the motion. Vote unanimous. Motion carried. Meeting adjourned at 1015 hours.

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[REDACTED]
Executive Secretary/CSP

APPROVED:

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[REDACTED]
Chairman, CSP

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A G E N D A

Career Service Panel

Office of Research and Development

6 November 1967

0900 hours

Room 607 - Conference Room

1. Review of agenda for 6 November 1967
2. Review of minutes for 2 October 1967
3. a. Promotion actions
b. ORD staff changes or additions

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4. Initiate promotion action on [REDACTED]
from GS-13 to GS-14 (First Request)

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5. Consider promotion action on [REDACTED]
from GS-10 to GS-11 (Out of schedule)

6. NIPA Career Education Awards

7. New business

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